



Catholic Diocese of Columbus

- Policy Guideline
 Diocesan Parish School All

202.2 - Financial Reports – High Schools and Interparochial/Consolidated Elementary Schools

Statement of Financial Position

The Statement of Financial Position is to be generated directly from the School accounting system. For each asset and liability, the Statement of Financial Position will show, at a minimum, the balance at the end of the current period. The following reflects the required format of the report.

Current Period Balance

Assets

Checking/Savings

- 1500 – Operating Cash
- 1501 – PAF – School Reserves
- 1550 – Bingo
- 1600 – Activities
- 1601 – Athletics
- 1604 – Cafeteria
- 1680 – PAF – Prepaid Tuition

Total Checking/Savings

Accounts Receivable

- 1700 – Tuition Receivable
- 1710 – Allowance for Doubtful Accounts – Tuition
- 1720 – Parish Subsidy Receivable
- 1730 – Allowance for Doubtful Accounts – Parish Subsidy
- 1735 – Scholarships Receivable
- 1736 – Tuition Assistance Receivable
- 1737 – Other Tuition Credits Receivable

Total Accounts Receivable

Fixed Assets

- 1900 – Leasehold Improvements
- 1910 – Accumulated Depreciation – Leasehold

Total Fixed Assets

Other Assets

- 1800 – Permanently Restricted Beneficial Interest

Total Other Assets

Total Assets



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Liabilities

Current Liabilities

Payroll and Other Withholdings

- 2100 – Payroll Tax Withheld
- 2150 – Pension Contributions Withheld
- 2155 – Insurance Premiums Withheld
- 2160 – Other Payroll Withholdings
- 2170 – Other Taxes Withheld

Total Payroll and Other Withholdings

Deferred Income

- 2200 – Deferred Revenue - Prepaid Tuition
- 2205 – Deferred Tuition
- 2210 – Deferred Parish Subsidy

Total Deferred Prepaid Income

Accounts Payable

- 2240 – Employee Benefit Insurance Premiums
- 2250 – Payroll Taxes Due
- 2260 – Pension Payments Due
- 2270 – General Liability Insurance Premiums

Total Accounts Payable

Total Current Liabilities

Long Term Liabilities

Loans

- 2300 - Loans

Total Loans

Total Long Term Liabilities

Total Liabilities

Net Assets

Unrestricted Net Assets

Undesignated

- 3100 – Net Assets – Operating

Designated



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3200 – Net Assets - Cafeteria
 3210 – Net Assets - Women’s Association
 3220 – Net Assets - Athletics
 3230 – Net Assets - Activities
 Leaseholds and Equipment
 3300 – Leaseholds
 3310 - Equipment
 Total Unrestricted Net Assets

 Temporarily Restricted Net Assets
 3400 – Net Assets - Temporarily Restricted
 Permanently Restricted Net Assets
 3500 – Net Assets – Catholic Foundation Endowments
 3550 – Net Assets – Foundations

 Net Income

 Total Equity

 Total Liabilities & Equity

Statement of Activity - Operating

High Schools are required to produce two Statements of Activity – one for Operating Income and Expense and one for Non-Operating Income and Expense. The Statements of Activity are to be generated directly from the High School accounting system. For each income and expense item, the Statements of Activity will show, at a minimum, the activity for the current fiscal quarter, the budget for the fiscal quarter, the activity for the fiscal year to date, the budget for the fiscal year to date, and the budget for the full fiscal year. The following reflects the required format of the report.

	Current Quarter Activity	Current Quarter Budget	YTD Activity	YTD Budget	Fiscal Year Budget
Income					
4150 – Student Tuition Receipts					
4300 – Parish Subsidy					
4350 – Gifts, Donations & Grants					
4400 – Other School Income					



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4450 – Transfers from Activities - Net
4500 – Temporarily Restricted Assets Released
4600 – Permanently Restricted Assets Released
Total Income

Expense

Salaries

5150 – Administrative Salaries
5200 – Office Salaries
5250 – Clergy & Religious Salaries
5300 – Lay Teacher Salaries
5350 – Library & AV Salaries
5400 – Guidance Salaries
5450 – Other School Salaries
5500 – Maintenance Salaries

Total Salaries

Benefits

5550 – Benefit – Clergy & Religious
5600 – Benefits – Lay
5650 – Faculty Residence Costs

Total Benefits

Other School Expenses

6100 – Central Administration Fees
6150 – Office Expense
6200 – Religious Instruction Expense
6250 – Library & AV Expense
6330 – Guidance Expense
6350 – Secular Department Expense - Net
6400 – Student Transportation – Net
6450 – Bad Debt Expense
6500 – Other School Expenses

Total Other School Expenses

Building Related Operating Expenses

6810 – Depreciation
6820 – Utility Expense
6830 – Maintenance Supply & Repair Expense



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6840 – Insurance Expense
 6850 – Interest Paid
 6860 – Other Building Related Operating Expenses
 Total Building Related Operating Expenses

Total Expenses

Net Income

Statement of Activity – Non-Operating

<u>Current</u> <u>Quarter</u> <u>Activity</u>	<u>Current</u> <u>Quarter</u> <u>Budget</u>	<u>YTD</u> <u>Activity</u>	<u>YTD</u> <u>Budget</u>	<u>Fiscal</u> <u>Year</u> <u>Budget</u>
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Income

9000 – Bingo
 9010 – Cafeteria
 9020 – Athletic
 9030 – School Fundraising
 9040 – Student Activity
 9050 – Association Activities
 9060 – Miscellaneous Receipts - Nonoperating
 Total Income

Expense

9500 – Bingo
 9550 – Cafeteria
 9560 – Athletic
 9570 – School Fundraising
 9580 – Student Activity
 9610 – Association Activities
 9620 – Miscellaneous Expenses - NonOperating
 Total Expense

Net Non-Operating Income

Statement of Activity – Restricted Assets



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	<u>Current</u> <u>Quarter</u> <u>Activity</u>	<u>Current</u> <u>Quarter</u> <u>Budget</u>	<u>YTD</u> <u>Activity</u>	<u>YTD</u> <u>Budget</u>	<u>Fiscal</u> <u>Year</u> <u>Budget</u>
Changes in Temporarily Restricted Net Assets					
7000 – Temporarily Restricted Revenue					
7010 – Temporarily Restricted – Interest Income					
7100 – Net Assets Released to Operating – Temporarily Restricted					
7105 – Net Assets Released for Capital Projects – Temporarily Restricted					
Net Change in Temporarily Restricted Net Assets					
Changes in Permanently Restricted Net Assets					
8000 – Permanently Restricted Revenue					
8010 – Permanently Restricted – Investment Income					
8015 – Permanently Restricted – Fee Expense					
8020 – Permanently Restricted – Realized/Unrealized Gain(Loss)					
8100 – Net Assets Released to Operating – Permanently Restricted					
8105 – Net Assets Released to Temp Restricted					
Net Change in Permanently Restricted Net Assets					